Meeting Notes

June 7, 2012

3:00 – 4:30 PM

Locations
ICN: Marshalltown, IVCE, 3702 S. Center, Room 806 Originate
Cedar Falls - UNI #1
Conference Call

Members			Ex-Officio
Carruthers, Cheryl – AEA Boards	Jurgensen, Mick – SAI	**Wilson, Nancy - IAICU**	Davis, Terry, AEA - LAN/WAN Tech
Goslinga, Eric – IDOE	Meyer, Alan - IPTV	**Thomas, Julie - IACCT**	Emke, Mary, IVCE - Scheduler
Johnson, Kent - Regents	**Smith, Jeff - IASB**	Vacant - ISEA	**Huseboe, Craig, IVCE – Video Tech**
			Tjaden, Joe, ICN

Present = Bold

- **Call to order**

- **Quorum Established: 6/9 members in attendance.**

- **Changes affecting RTC operations, funding, and oversight**

    o Julie Thomas reported that changes to FY 2013 RTC operations, funding and oversight will complete the migration of video service support functions from IPTV to ICN, as approved by the ITTC and the IPTV board.
    o With the goal of increased transparency and improved documentation/reporting, the staff (Community College and AEA) whose positions are funded through the RTC 6 appropriation has already or will participate in their respective training sessions this month.
    o RTC 6 funding allocation for FY 2013 is set at $59,782 to be used for the provision of video support services, which includes scheduling for K-12 schools and AEA classrooms, and also classroom equipment troubleshooting as well as LAN/WAN planning and support. Allocation disbursement will be divided, half after plan approval, and the remaining after the ITTC verifies tracking has been received for each support function. Failure to timely and properly document any of the following: RTC plan, tracking and reporting could result in financial penalties.

- o RTC Operations – RTC coordinators have an oversight role as link between ICN & support functions. Each council must comply with Open Meeting Law – submit agenda one week prior to scheduled meeting and then minutes/notes within two months after the meeting. Quorum is clarified as 6 of 9 RTC members, regardless of the actual number of active members or vacancies. Voting must be completed in person of on the phone. RTC members involved in RTC funded support functions are to abstain from voting. A Warning Escalation process has been put into place. ICN staff will perform spot review of RTC regions.
  - o Timelines (tentative)
    - ▪ Submit RTC PLAN/Budget – September 1, 2012
    - ▪ Monthly tracking documents from all three support functions – 10th of the following month
    - ▪ Annual Follow-up Report(Evaluation) – July 30, 2013

- **Reports**

  - o Video Tech. -Craig Huseboe reported he is busy visiting video classrooms for preventive maintenance. Attended RTC Video Tech training on June 1.
  - o AEA LAN/WAN Tech – Cheryl Carruthers reported for Terry Davis. They are scheduled to attend RTC LAN/WAN Tech training next week.
  - o Regional Scheduler – Julie Thomas reported for Mary Emke; she attended RTC Scheduler Training on June 1. Besides day-to day responsibilities, she is working on data reporting for the year end evaluation. – On a side note Julie attended the RTC Regional Coordinators training June 4.
  - o ICN Rep. - None

- **Review and Approval of FY 2012-2013 Plan Budget**

  - o Four Plan Budget options, provided as supplemental materials for FY 2013, were discussed.
    - ▪ Motion by Eric Goslinga, second by Kent Johnson to approve Option A:

RTC 6 Budget Options for FY 2012 2013	Option A	
	Total Expenses	% of Budget
A. Technical Assistance for Network Classrooms	$11,956.40	20.0%
B. Planning and Troubleshooting for Local Area Networks	$23,912.80	40.0%
C. Scheduling of Video Sites	$23,912.80	40.0%
D. Regional Coordination	$0.00	0.0%
E. Other Related Support Activities (Optional)	$0.00	0.0%
F. Equipment (Optional)	$0.00	0.0%
Total	$59,782.00	100.0%

    - ▪ Roll call vote: Carruthers – No, Goslinga – yes, Johnson – yes, Smith – yes, Wilson – yes, Thomas – abstain.
    - ▪ Motion Carried.

- **RTC 6 Vacancies**

  - The ISEA representative for RTC 6 remains vacant; please make suggestions for a representative.
  - The IPTV representative for RTC 6 Dr. Alan Meyer is retiring; Julie will check to see if he plans to remain.

- **Other -**
  - Schedule next meeting – if necessary a meeting will be scheduled in late August, otherwise will look toward late fall.

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Email Vote

Due to a lack of quorum of at least 6 voting members at the official meeting of June 7, 2012, and two unsuccessful attempts at scheduling a follow-up teleconference, an e-mail announcement and vote was held the week beginning August 31st. A new member Dianne Anderson representing IPTV participated. The e-mail read as follows:

RTC 6 Members,

Thanks to all that attended RTC 6 meeting on June 6th and have responded in two unsuccessful attempts to schedule a Conference Call.

As discussed at the June meeting - the state requires us to have at least 6 members present for a quorum. The correction is that we are required to at least 6 members present and able to vote for all budget related items. We had only 5 eligible voters present at the June meeting.

After two unsuccessful attempts to schedule a Conference Call to obtain a confirmation from a minimum of 6 eligible voting members, I contacted the ICN to request approval to conduct an email vote. That approval was granted yesterday for one time only.

We are voting on the plan and budget via e-mail.

The "FY 2013 RTC6 Plan Budget Template" is attached to this email.

Please clearly indicate your vote:

_____ I **approve** the attached FY 2013 RTC6 Plan Budget Template.

_____ I **do not approve** the attached FY 2013 RTC6 Plan Budget Template.

Please respond to me only.

I would appreciate your response by Wednesday, September 5th, 2012.

Julie

JULIE THOMAS
Coordinator/Chair ● Regional Telecommunications Council (RTC) 6

All votes were returned by e-mail (with the exception of member Julie Thomas who works for the community college and would directly receive/benefit from funds and abstained).
Results of the vote:
Yes (approve) - 7
No (do not approve) - 1
Abstain - 1